

Hybrid Conferences Guide

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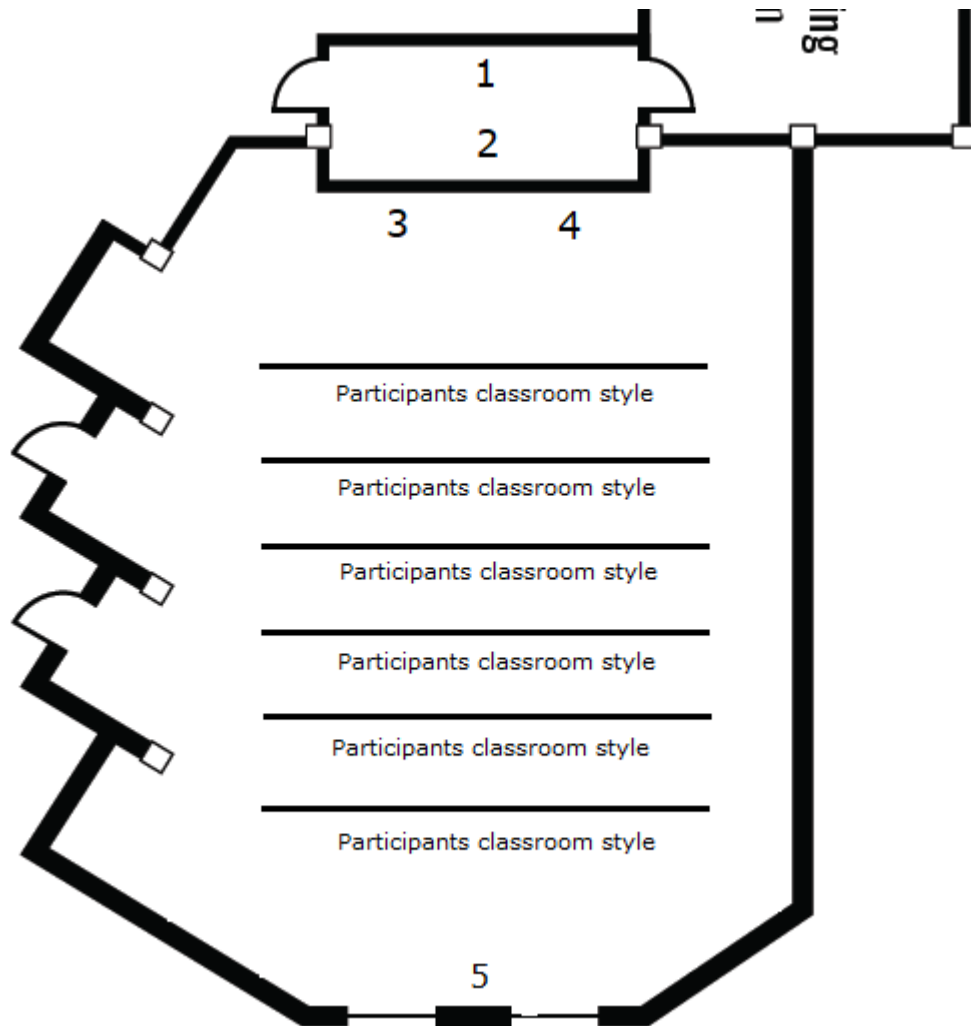
Introduction

The Legal Notice published and enforced as from the 7th August 2020 seeks to limit events to 1 person per 4 square meters.

This guide to conduct a Hybrid Conference will assist you in understanding the requirements and costs that are necessary to successfully conduct a conference with both participants being present in the hall as well as online.

This guide refers to a set up in the Poseidon Hall only which is limited to 62 persons (250 sqm) as per 1 person per 4 sqm parameter.

Hall Layout



1. Projector & Screen for main presentation
2. Head table
3. Comfort Monitor for panel to view presentation
4. Monitor for panel to view online audience
5. Camera focus on head table and part of audience (see next page for view)

Camera View

Below is the view that zoom participants will see. Focus will be on the panel, while showing only some of the participants.



Online Hosting Service

The online hosting software used will be Zoom and will be run from our server by our professional AV Technician. We can host up to 300 online participants with no time limit on the duration of the meeting. We will schedule the meeting online and will pass on the Meeting ID to the organiser for distribution to all potential online participants.

The lecturer/ panel will be able to upload their presentation on to our server which will be duplicated on Zoom for the online views and projected onto our large screen. The panel will have complete control in scrolling the presentation at their own pace via the use of a clicker.

Hybrid Meeting Fees

Hybrid Meeting fees are applicable over and above the standard conference AV equipment such as the PA System, Cordless Microphones, Projector & Screen and AV Technician.

Hybrid Meeting equipment: 2 comfort monitors, camera: €650.00

Online Hosting Administration fee: €10.00 per online participant.

Optional Equipment

The above package is considered to be a basic, simple but efficient way for conducting a hybrid conference. Organisers may wish to opt for additional equipment such as a second camera for online participants to view the physical participants. We can even offer the possibility to link two halls linked together to increase physical participants whilst being within the parameters as laid out by the Health Authorities.

Precautionary Measures

The safety of our guests is of paramount importance to us. AX group is currently implementing these measures found in this link: <https://axhotelsmalta.com/blog/the-group/strict-safety-measures-post-covid-19/>

In addition to this, we pride ourselves in adhering to the below guidelines:

- Temperature screening and hand sanitization for all attendees upon arrival.
- Hotel and venue employees wear masks at all times.
- Maximum capacity of 1 person per 4 square metres in the conference hall.
- Max group of 10 persons when congregating during a coffee break.
- 2 metres distance in queues.
- Entries and exits are separate. When this is not possible the flow of people is managed.
- Contact details for each participant will be kept for anyone attending the event for up to 3 weeks. The organiser is obliged to give us a copy of the registration details, limited to just the name and mobile phone details.